

## TENSES

Tenses denote the time of action. They show when the work is done.

They are:

(1)Present Tense

(2)Past Tense

(3)Future Tense

### Present Tense

They are further divided into:

(1)Simple Present- It is used to denote scientific facts, universal truths and work done on a daily basis.

**Rule: sub + V1 + s/es + object.**

Example – She writes a letter.(write+s)

\*If the subject is singular the verb must be singular ( we should add 's/es' with v1 to make a verb singular) and if the subject is plural,verb must be plural.( V1 without s/es)

(2)Present Continuous– It is used to express an action taking place at the time of speaking.

**Rule: sub + is/am/are + v1 + ing + object**

Example – she is writing a letter.

(3)Present Perfect– It is used to show an action that started in the past and has just finished.

**Rule: sub + has/have + v3 + object**

Example- She has written a letter.

(4)Present Perfect Continuous– This tense shows the action which started in the past and is still continuing.

**Rule: sub + has/have + been + v1 + ing + object**

Example – She has been writing a letter.

### Past Tense

1)Simple Past -is used to indicate an action completed in the past. It often occurs with the adverb of time. Sometimes it is used without an adverb of time.

Used for past habits.

Eg. I played football when I was a child.

**Rule: Subject + V2+O**

Eg:She wrote a letter.

2)Past Continuous Tense- Used to denote an action going on at some time in the past.

**Rule: S+was/were + ing+ O**

Example- I was driving a car.

**3)Past Perfect Tense**-Used to describe an action completed before a certain moment in the past, usually a long time ago.

If two actions happened in the past, past perfect is used to show the action that took place earlier.

e.g. The patient had died before the doctor came.

**Rule: Subject + had + V3 + Object**

Eg: She had written a letter.

**4)Past Perfect Continuous Tense**- Used to denote an action that began before a certain point in the past and continued up to some time in past.

e.g. I had been learning English in this school for 20 days.

**Rule:Subject + had been +V1 + ing + Object**

Eg: She had been writing a letter.

## **FUTURE TENSE**

**1)Simple Future**-This tense tells us about an action which has not occurred yet and will occur after saying or in future.

**Rule:Subject + Will/Shall + Verb (1st form) + Object.**

Eg:She will write a letter.

**2)Future Continuous Tense:** It is used to express an ongoing or continued action in future.

Eg: He will be distributing sweets in temple tomorrow at 12 o'clock.

In the example, the action will start in future (tomorrow) and action is thought to be continued till sometime in future.

We use the future continuous to talk about something that will be in progress at or around a time in the future.

**Rule: Subject + Will/Shall + Be + Verb (1st form) + Ing + Object**

Eg:She will be writing a letter.

**3)Future Perfect Tense**-It is used to express an action which will happen/occur in future and will be completed by a certain time in future.

We use the future perfect to say that something will be finished by a particular time in the future.

e.g. They will have shifted the house by Sunday morning.

**Rule: Subject + Will/Shall + Have + Verb (3rd form) + Object**

Eg:She will have written a letter.

4)Future Perfect Continuous Tense: It is used to talk about actions that will commence at a fix time in future and will continue for some time in future.

Rule: Subject + Will/Shall + Have been + Verb (1st form) + Ing + Object

Eg: She will have been writing a letter.